

# TITAN TV EXECUTIVE BOARD

## 2018-2019 Hiring Announcement

### Station Manager



**Primary Responsibility:** The station manager is ultimately responsible for Titan TV. S/he communicates with Titan TV staff, producers, and students; maintains the constitution and handbook; and oversees the Titan TV budget.

#### Tasks

- Oversee the Titan TV staff.
- Maintain constitution, handbook, and budget for Student Allocations and OSA.
- Convene and chair weekly and monthly executive board and station meetings.
- Maintain the Titan TV budget, in coordination with the Titan TV Advisor
- Act as liaison between Titan TV and other campus and off-campus groups
- Watch Titan TV programming and ensure station is operating correctly
- Enforce guidelines and expectations
- Discipline staff, producers, and students who violate guidelines or expectations
- Respond to station needs in a timely matter
- Perform at least two posted weekly office hours within West A/C
- Other duties as assigned by constitution, executive board, or advisor

**Pay Rate:** \$8.00/hour

#### General Executive Board Requirements

- Able to serve entire 2018-2019 Academic year (June 2018-May 2019)
- Maintain *at least* 6 credits (half time) during each semester of the academic year
- Maintain a 2.5 GPA
- Serve on no more than 2 UWO Executive Boards (including this appointment)
- Good standing with Titan TV and University of Wisconsin Oshkosh

**How to apply: Application and official job postings can be found on the Titan TV website ([www.uwosh.edu/titantv](http://www.uwosh.edu/titantv)) under the resources tab.**

Send completed application, cover letter, and resume *electronically* to Director of Television Services, Justine Stokes at [stokesj@uwosh.edu](mailto:stokesj@uwosh.edu).

Cover Letter should include the following: why you are applying for the position, why you are qualified, and an overview of what you would do in the position if hired. Resume should be current and include the following information: relevant experience with Titan TV and other student media organizations, internships, work experience, relevant class work, and skills.

**Applications are due by email to [stokesj@uwosh.edu](mailto:stokesj@uwosh.edu) on April 1, 2018 by 11:59pm.**

Applicants must be available for interview if requested by the Search and Screen Committee on Wednesday, April 4th between 9:00-10:00am, or Thursday, April 5th between

5:00-6:00pm.